

## CHIEF HVAC INSPECTOR

### NATURE OF WORK

This is responsible supervisory and highly skilled technical inspections work in the enforcement of municipal and county codes, regulations and ordinances governing HVAC systems and installations.

Work involves responsibility for planning, organizing and supervising an inspections program involving the enforcement of codes and regulations governing the construction, maintenance and repair of a variety of HVAC systems and installations. Work involves supervising and participating in the activities of field inspectors assigned to the unit, however, an employee of this class is primarily concerned with training, supervising and coordinating the work of a staff of subordinate inspectors. Work is performed independently, but is reviewed by an administrative or technical superior for program effectiveness and conformance with established policies through revision and review of records, reports and regulations.

### EXAMPLES OF WORK PERFORMED

Plans, schedules, supervises and reviews the work of field inspectors engaged in enforcing compliance with codes and ordinances governing the installation, maintenance and repair of HVAC systems; provides technical assistance to subordinate inspectors as needed in difficult and unusual cases; supervises and makes special inspections; investigates and gathers evidence of violations; makes periodic inspections to see that work is being carried out properly by subordinate inspectors; inspects work reported to be hazardous or dangerous; represents the City at court hearings.

Supervises the issuance of HVAC permits; assigns daily work orders for subordinate inspectors; prepares an annual sectional budget request to administrative superior for review and use in divisional budget planning; submits an annual report to administrative superior detailing the operations under his/her jurisdiction.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets HVAC codes and standards.

Examines and approves plans, specifications and materials of HVAC installations for compliance with municipal and county codes and accepted trade standards.

Serves as secretary for the examining board which issues licenses and governs the examination of applicants for registration as HVAC contractors; keeps records of all meetings and registrations issued; holds examinations for the various registration classifications.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices involved in installing, repairing and maintaining a variety of HVAC systems.

Through knowledge of the codes, regulations and ordinances governing building construction in the City of Lincoln and Lancaster County, Nebraska.

Thorough knowledge of possible defects and faults in HVAC installations and systems and of the stages when possible defects are most easily found and remedied.

Considerable knowledge of legal procedures related to the enforcement of municipal codes and ordinances.

Ability to plan, organize and direct the work of subordinate inspectors engaged in enforcing HVAC codes and ordinances.

Ability to read and interpret HVAC plans and specifications and to recognize deviations from such plans in the construction or installation process.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to present ideas effectively both orally and in writing, and to speak before audiences.

Ability to explain, interpret and enforce HVAC codes and regulations with firmness, tact and impartiality.

Ability to schedule, record and perform daily operations on a computer system.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and considerable experience in installing and repairing HVAC systems at the journey, supervisory or contractor level, plus considerable experience as an HVAC Inspector.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and considerable experience in installing and repairing HVAC systems at the journey, supervisory, or contractor level; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Must be registered as a HVAC Contractor, or approved equal registration, with the City of Lincoln, Nebraska.

Possession of a valid, nationally recognized Mechanical Inspectors Certification prior to completion of the probationary period.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

8/86

Revised & Title Change: 7/98

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